

CHIEF OF OPERATIONS

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a high level administrative and supervisory position with responsibility for assisting the fire chief in directing all operations of the Baton Rouge Fire Department. The Chief of Operations assumes the duties of the Fire Chief in the chief's absence. The employee of this class is also responsible for the recruitment and assignment of personnel to maintain the required quota of employees on duty at all times and for supervising investigations into complaints against fire department personnel. This employee maintains necessary records and submits such reports as may be required and responds to fires and other emergencies as necessary. This class ranks immediately below that of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the fire department in the absence of the fire chief. Recommends management policies, goals, and objectives for the department. Conducts inspections of various divisions of the department and observes department operations; Evaluates the effectiveness of the divisions and takes appropriate action to correct or improve problem areas. Keeps informed on modern fire fighting methods and administrative practices.

Reads correspondence addressed to the fire department and decides what type of action should be taken in reply. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken. Works with boards, agencies, and unions whose operation affects the careers of firefighters or the work of the fire department. Studies new laws, regulations, ordinances, and court rulings to determine if changes in fire department policies or procedures are needed.

Makes recommendations on major purchases for the department.

Supervises the general care and maintenance of fire fighting apparatus and equipment, motor driven vehicles, stations and grounds, communications equipment and any other specialized equipment owned or operated by the fire department. Assures that equipment meets all applicable federal, state, and local standards. Arranges for repairs and maintenance to facilities,

equipment, and operating systems and arranges for handling of all other testing or maintenance jobs assigned to the fire department.

Acts as department representative to the news media. Answers questions for the public about the operations of the fire department or any related areas of emergency services. Recommends needed policy statements or policy changes based on data from polls and surveys. Coordinates the work of the department with related federal, state, and local agencies.

Provides for the maintenance of department records and reports, making decisions about what information should be included and determining in what form this information should be kept. Supervises the preparation and maintenance of records and reports. Personally completes any forms and records assigned. Compiles and organizes data for reports. Writes letters needed to handle problems or to address other needs of the fire department.

Supervises department subordinates. Inspects appearance of assigned equipment and personnel. Assigns work schedules, work or duty areas, and assigns leave. Oversees and evaluates the work of subordinates. Provides assistance in technical areas of work. Resolves employee complaints and grievances and counsels employees who are experiencing work problems. Maintains discipline. Provides for training, including on-the-job training.

Supervises subordinate employees at the scene of a fire or emergency.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid driver's license.

Must be a regular and permanent employee in good standing in the class of Deputy Fire Chief.

Before promotion, must pass a medical examination designed to

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show good health and the physical abilities necessary to perform the duties of the position.

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